

MEMORANDUM

January 25, 2006

To: All State Agency Records Liaisons

From: Tracey Berezansky, Assistant Director for Government Records
Alabama Department of Archives and History

Re: Disposition for Printouts of Acknowledgment from the Secretary of State Relating to
Notices of Meetings Posted by State Agencies

The Open Meetings Act of 2005 (Code of Alabama, Section 36-25A-1 to 11) requires that governmental bodies with statewide jurisdiction must submit notices of their meetings to the Office of the Secretary of State for posting on the Secretary of State's Internet website. Upon receipt of the meeting notice, the Office of the Secretary of State sends an e-mail to the governmental body as an acknowledgment. The printouts of these e-mails should be preserved for compliance review for three years. At its quarterly meeting on January 25, 2006, the State Records Commission approved the disposition of Printouts of Acknowledgment from the Secretary of State Relating to Notices of Meetings Posted by State Agencies as an addition to all state agency's Records Disposition Authority (RDA). Please add this disposition to your agency's RDA.

**Printouts of Acknowledgment from the Secretary of State Relating to Notices of Meetings
Posted by State Agencies**

Disposition: Temporary Record. Retain 3 years.